

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Public Works Inspector / Design Technician Revision Date: 02/13
EEO Category: Technician
Status: Non-Exempt
Control No: 30506

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the City Engineer, performs inspection of capital improvement projects throughout the City. Will also perform design and project management for small maintenance and repair projects. Will achieve certification by a recognized authority in inspection procedures for concrete and asphalt applications as required.

III. Essential Duties:

- Verbal and written communications with contractors, developers, citizens, City personnel and others.
- Inspect reinforced concrete footings.
- Inspect curb, gutter, and asphalt work.
- Perform Road Cut Inspections ensuring that the work is performed according to specifications.
- Inspect road base installation and perform compaction tests.
- Conduct detailed subdivision inspections for bond release.
- Inspect sub-grade depth and density.
- Ensure capital improvement projects are constructed as designed in plans and specifications.
- Inspect drain systems, boxes, and related materials.
- Inspect some reinforced masonry.
- Manage the execution of small projects, to include but not limited to: preparing and maintaining contract documents, Right-of-Way acquisition, conducting construction meetings, processing payments, and contract close-out.

IV. Marginal Duties:

- Respond to citizen complaints and inquiries pertaining to city operations.
- Assist City Surveyor as needed to collect data.
- Prepare appropriate management reports.
- Analyze and review material testing data.
- Perform other duties as assigned.

V. Qualifications:

Education: Requires two years of technical training in engineering, construction management, or equipment operation. One year of required training may be substituted with equivalent on-the-job training.

Experience: Requires four years of closely related experience in construction with progressively increasing responsibilities.

Certificates/Licenses: Valid Utah Driver's License required; certifications in asphalt and concrete by a recognized licensing authority required.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Principles of maintenance and construction of city streets; the use of tools, equipment, methods, and materials for work activities; surveying; safe work practices; familiarity with OSHA regulations; principles and processes of project management and delivery; word processing and spreadsheets.

Responsibility for: Inspection of capital improvement projects and subdivision work; making decisions which affect the activities of others.

Communication Skills: Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments, developers and citizens; contact with other departments, requiring tact and judgment to avoid friction; constant contact with the public; ability to deal well with upset and irate people; regular and frequent contact with persons of high rank, requiring tact and judgment to deal with and influence people.

Tool, Machine, Equipment Operation: Regular use of a telephone, copy machine, computer, calculator, and City vehicle; occasional use of a Troxler density gauge for compaction tests, surveying equipment, and coring equipment; familiarity with operation of backhoes, graders, rollers, dump trucks and other heavy equipment as appropriate.

Analytical Ability: Coordinate and direct a variety of major construction and maintenance programs related to city street projects; prioritize tasks; establish effective working relationships with employees and the public; work requires frequent supervision. Design, contract, and execute construction of smaller maintenance and repair projects.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls; moderate physical exertion is required, including a moderate amount of climbing and balancing and constant stooping and kneeling; while performing duties employee will frequently communicate with others. Employee will sit or stand for long periods of time and may be required to move up to 50 pounds.

Work Environment: Job entails field work and exposure to noise, dust, all types of weather conditions, and traffic and construction site hazards; constant exposure to deadlines; great mental effort is required daily; a great amount of pressure and fatigue is present during an average work day; moderate exposure to overtime with some weekend work required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____